



Established to promote the study and extension of the science and professional practice of Commercial and Industrial Security and the means and appliances connected therewith.

## GUARDS & PATROLS CERTIFICATION APPLICATION

This document must be completed by an authority within the Company making this application.

Certification of the Guards & Patrols operator is predicated upon the applicant having obtained the latest copy of AS 4421 *Guards and Patrols (1996)* and determined their grading requirements associated with this Standard. A copy is available for purchase through the Standards Australia website [www.standards.org.au](http://www.standards.org.au)

As per AS 4421 *Guards and Patrols (1996)*, "This Standard specifies the perceived minimum requirements which are attainable by all security companies, regardless of size, and which are necessary to provide a professional and competent service to clients. Its application is intended to raise the quality of services provided and thereby improve the public image of the industry".

Is the Guards and Patrol provider currently graded?    YES       NO  

Who undertook the previous grading?                    VSI       OTHER  

Details:

Is the current application by the same company entity as per the last grading?    YES       NO  

NAME
POSITION
COMPANY
ADDRESS
TELEPHONE
MOBILE PHONE
EMAIL
SITE CONTACT @ OPERATIONS CENTRE
CORPORATE OPERATIONS ADDRESS

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## VSI Guards and Patrols Operator Certification Terms and Conditions

### Administrative requirements

In order to expedite and ensure documentation compliance, this application must be completed and sent to the Victorian Security Institute prior to any site inspections and reviews. It is the responsibility of the applicant to allow for adequate time to undertake the grading process and issue the Grading Certificate. This whole process should take no longer than four to five weeks. However, the process may take longer due to non-compliance and unexpected failures in operational practice and systems.

The Victorian Security Institute is committed to providing confidence to the owners, operators, users of Guards and Patrols Operators, regulators and the general community through a stringent Certification Program. It is the responsibility of the applicant to ensure their operational environments are safe & secure; meeting recognised Australian Standards and legislative frameworks in Occupational Health & Safety, Corporate Governance and Data/Privacy (Industry Best Practice Framework).

**Please Note** The Victorian Security Institute at all times reserves the right to seek clarification and receive documented evidence of compliance in the above areas. This, in addition to compliance with the *AS4421 Guards and Patrols* standard, will ensure a successful outcome to the VSI Guards and Patrols Operator Grading Program. It is the sole responsibility of the applicant to maintain their operations and comply with relevant law and Australian Standards following the Certification period and determination. The Victorian Security Institute reserves the right to undertake an enquiry of any notified breaches to the AS4421 Guards and Patrols standard during the Certification period at its own cost at any time. It is the applicant's responsibility to assist in any enquiry regarding a potential breach. Relevant regulatory authorities may be advised of any enquiry and its findings.

It is the responsibility of the Guards and Patrols Operator to notify the VSI in writing of any material changes to any existing grading elements including but not limited to changes in ownership, major operations, change of business or operating address or changes that would otherwise require a further review in compliance to the Standard.

The Victorian Security Institute Incorporated reserves the right at all times to not undertake, discontinue, suspend and/or cancel an audit or grading for whatever reason. Previous Certification to *AS4421 Guards and Patrols* does not constitute any implied responsibility, offer or acceptance to continue future undertaking in Certification Programs by the Institute.

### Correspondence

All initial correspondence should be addressed to the Secretariat, *Victorian Security Institute Incorporated* [info@vsi.org.au](mailto:info@vsi.org.au)

During the grading process correspondence to the auditor can be made through the email [grading@vsi.org.au](mailto:grading@vsi.org.au)

The applicant will ensure that all relevant information and requests for additional evidence is provided in a timely and responsible manner.

### Applicant readiness

It is the applicant's responsibility to ensure their work environment and Guards and Patrols Operation is prepared for the audit and any impact to the operation.

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**Fees and associated expenses:**

Initial or expired certification applications to *AS 4421 Guards and Patrols (1996)*

- \$1590.00 (VSI members) or \$2490 (non-members).

Grading renewal applications to *AS 4421 Guards and Patrols (1996)* lodged 30 days before expiry of previous certification. Applications lodged within 30 days of expiry of previous certification will have an additional administration fee \$100.00 applied.

- \$1490.00 (VSI members) or \$2390.00 (non-members).

All fees are *GST Inclusive* and a *Tax Invoice* receipt will be issued upon receipt of fees payable.

Above Fees include the inspection\*, preparation of any defects report or the issue of the grading certificate. Any associated expenses such as the inspector's travel time (outside Metropolitan Melbourne) and costs will be invoiced separately after the inspection.

Note: \*Inspection consists of a desk review (this may include a site inspection) of available documentation and operational environment. (This process may take up to 4 hours). Followed by the Formal Inspection of the premises on site to undertake Compliance Testing to AS4421 Guards and Patrols & other relevant best practice requirements (please see further comments below). (This process may take up to 6 hours and must be completed in one day). Report writing and Issuing of the Grading Certificate.

The initial fee is payable at the time of application lodgement.

Any major non-compliance issues identified requiring re-inspection will be subject to additional charges \*\*.

Note: \*\* Additional charges will be incurred if any Inspection fails to meet the standard requirements and additional time is required for re-inspection of any of the Certification elements in consideration. The fee schedule below is indicative of charges.

Item	Description	\$AUD Rate / day or part thereof
01	Auditor Inspection for Certification purposes	1300.00 incl. GST
02	Consultancy on design or compliance needs (nominated by the VSI)	Price on Application
03	Travel time	At cost
04	Accommodation	At cost
05	Secretarial or documentation support	At cost

Any associated expenses are payable on your receipt of an invoice and prior to the issue of a certificate.

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**Inspection details:**

Certification will be carried out by an independent inspector appointed by the Victorian Security Institute.

All documentation to support requirements of clauses within the *AS4421 Guards and Patrols* standard is to be available at the time of inspection.

A written defects report will be provided covering any outstanding matters associated with the initial inspection.

Any re-inspection of defects must be completed within 3 months of the issue date of the defects report (rectification allowance period). Additional fees will apply.

Failure of the applicant to rectify items detailed in the defects report within this period will nullify any previous inspection and require the submission of a new application and applicable fees.

Any objections to the inspector's defects report shall be made in writing to Victorian Security Institute within 14 days of the date of the defects report for adjudication. Any such objections shall not negate the rectification period allowance for the defects report. The Victorian Security Institute's decision will be binding on any determination. The parties are to work in good faith to deal with any objections to the inspector's defects report.

A Certificate will be issued on successful completion of certification. It will be made available to the public through the Institute's website unless otherwise advised by the applicant.

**Validity Period:**

Certificates are valid for a maximum of 2 years subject to the ongoing compliance with the requirements of AS4421 Guards and Patrols (1996).

**Commercial in Confidence**

All correspondence and documentation relating to this application, the grading process, determination and outcomes is deemed "Commercial in Confidence".

The Victorian Security Institute will not release information unless it is required by a lawful authority including the Victoria Police for licensing or other operational purposes. The Applicant understands and will maintain the confidentiality of information throughout the grading process and ensure to protect the interests of the Victorian Security Institute and its servants at all times.

*The Victorian Security Institute Incorporated reserves the right to amend these terms and conditions without notice.*

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**VICTORIAN  
SECURITY  
INSTITUTE**

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## Payment

### Payment Details:

The initial inspection fee payable is enclosed for \$.....

### Payment Method:

Direct Bank Deposit

Cheque payable to "Victorian Security Institute Inc."

### Direct Deposits:

**Bank:** Westpac

**Account Name:** Victorian Security Institute

**BSB:** 033-000

**Account No:** 366951

*A receipt for the direct deposit payment must be provided with application*

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## Declaration

On behalf of the company as authorised representative, I hereby apply to VSI for certification of our Guards and Patrols Operation and agree to comply with the VSI Guards and Patrols Certification Terms & Conditions.

Signature: .....

Date: .....

Full Name: .....

Position: .....

### **This application should be completed and returned with payment to:**

Victorian Security Institute Inc.  
Level 1, 242 Hawthorn Road  
Caulfield Victoria 3161

Telephone: 1300 555 449

Email: [info@vsi.org.au](mailto:info@vsi.org.au)

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VSI Grading & Standards Doc#02 AS4421 Application 2021/22  
Reg. No. A0024804G ABN 64 724 505 039